

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF VIRGINIA  
600 Granby Street  
NORFOLK, VIRGINIA 23510-1915

*Chambers of*  
ELIZABETH W. HANES  
*United States District Judge*

(757) 222-7005

**PROCEDURE FOR CIVIL MOTIONS**

This case has been assigned to United States District Judge Elizabeth W. Hanes.

Pursuant to Local Rule 7, a brief shall accompany all motions (unless excepted by the rule). Courtesy copies of briefs are not required unless the motion papers and exhibits exceed thirty (30) pages in length or upon a specific request from chambers.

Proposed orders should be filed on the docket and submitted to chambers via email in both WORD and PDF formats.

Consistent with Local Rule 7(J), the Court will decide all motions on the papers unless the Court orders oral argument on its own initiative or on written request by the parties. See Local Rule 26 for discovery motion procedures.

Requests for oral argument should be electronically filed with the Clerk's office. If Judge Hanes determines that she will allow oral argument, counsel will be notified by the Judge's courtroom deputy or her law clerk, and a date and time will be selected.

Absent a request for hearing, the motions will be referred automatically to Judge Hanes.

**UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA**

**NOTICE**

**CONSENT TO TRIAL BY MAGISTRATE JUDGE**

Pursuant to Federal Rule of Civil Procedure 73 and 28 U.S.C. § 636(c) you may request to have your case conducted before a United States Magistrate Judge upon consent of all parties and approval by a United States District Judge. In order to proceed before a Magistrate Judge, a consent form must be filed with the Clerk's Office. It may be filed jointly or separately. The consent form may be printed from the U.S. District Court website (listed below) or obtained from the Clerk's Office. Please refer to the previously mentioned rule for further information.

**FINANCIAL INTEREST DISCLOSURE STATEMENT**

Pursuant to Local Rule 7.1, a financial disclosure statement must be filed by a “nongovernmental corporation, partnership, trust, [or] other similar entity that is a party to, or that appears in, an action or proceeding in this Court”. This statement should be filed with the party's “first appearance, pleading, petition, motion, response, or other request addressed to the Court”. The financial interest disclosure statement may be printed from the U.S. District Court website (listed below) or obtained from the Clerk's Office. Please refer to the previously mentioned rule for further information. Failure to file the financial interest disclosure statement as required by Local Rule 7.1 will result in this first submission being filed subject to defect by the Clerk.

**WEBSITE AND CLERK’S OFFICES ADDRESSES**

The website address for the U.S. District Court for the Eastern District of Virginia is [www.vaed.uscourts.gov](http://www.vaed.uscourts.gov). If you do not have access to a computer, contact one of the Clerk’s Offices listed below to obtain either of these forms:

Albert v. Bryan United States Courthouse  
401 Courthouse Square  
Alexandria, VA 22314  
(703) 299-2101

Walter E. Hoffman United States Courthouse  
600 Granby Street  
Norfolk, VA 23510  
(757) 222-7201

Spottswood W. Robinson III and  
Robert R. Merhige, Jr. Federal Courthouse  
701 East Broad Street  
Richmond, VA 23219  
(804) 916-2220

United States Courthouse  
2400 West Avenue  
Newport News, VA 23607  
(757) 247-0784